



August 28, 2015

## **KANSAS BULLETIN NO. KS250-15-2**

### **SUBJECT: FNM—Year-End Reporting and Closing Procedures**

**Action required by:** All offices and state office staffs as noted in contents

**Purpose.** To provide instructions for year-end closeout activities

**Expiration Date.** September 30, 2016

#### **ProTracts Program Contracting Activity**

Checklists and “Practice Approval and Payment Applications” (Form NRCS-CPA-1245) received in the state office (SO) by close of business (COB) September 11, 2015, that accurately document ProTracts payment(s) will be second-level reviewed prior to the end of the fiscal year (FY). Any payment applications received after this date will only be reviewed if time allows prior to the shutdown of the financial system.

Installed practices that have paperwork completed must be certified in ProTracts no later than COB September 29, 2015. This will ensure that all completed practices that are not paid will be accrued. After September 29, 2015, no practices should be certified in ProTracts until after the start of the new FY.

Modifications to contracts in ProTracts, along with supporting documentation, must be submitted to Financial Management (FNM) at the SO by COB September 11, 2015, to ensure second level reviews are completed. Modifications received for second level review after September 11, 2015, will only be processed if time allows prior to shut-down.

#### **Other Program Activity**

Accurately documented payments and modifications requiring direct entry into the Financial Management Modernization Initiative (FMMI) received in FNM by the COB September 18, 2015, will be processed prior to the end of the FY. Any items received after this date will only be processed if time allows.

#### **Purchase Card Holders**

The area office (AO) assistants, SO, and Plant Materials Center (PMC) purchase card holders can use their purchase cards through September 11, 2015. ALL purchases showing in Access Online must be reconciled in the system no later than September 28, 2015. Any purchases made, but not reconciled by COB September 28, 2015, should be reported on the attached Quarter Close Report (QCR).

Urgent purchases needed during September 12-30, 2015, will be routed to Loren Graff, Financial Resources Specialist (FRS), at [loren.graff@ks.usda.gov](mailto:loren.graff@ks.usda.gov), for approval.

(more)

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**Standard Form (SF) 270. Request for Advance or Reimbursement**

Accurately documented SF-270s, received by COB September 18, 2015, will be processed prior to the end of the FY.

**SF-1164. Claim for Reimbursement for Expenditures on Official Business**

Accurately documented SF-1164s, received by COB September 18, 2015, will be processed prior to the end of the FY. Any SF-1164s received after this date will only be processed if time allows. Pending requests for reimbursement after September 18, 2015, will be reported on the attached QCR.

**Travel**

Travel authorizations will be entered and approved in Concur by September 23, 2015, for any planned travel through the end of the FY. No travel authorization will be entered into Concur for travel scheduled after September 30, 2015, unless necessary for airline ticketing or with prior approval of the FRS.

All vouchers for completed travel will be entered and approved in Concur by September 23, 2015. For travel completed during September 24-30, 2015, vouchers will be processed after October 1, 2015.

**Timekeeping**

All overtime anticipated for September 20-30, 2015, must be reported on the QCR.

**Submitting Quarter Close Report**

Each Management Team member must prepare and submit for their area of responsibility a consolidated QCR to report any of the above-referenced items by COB September 18, 2015. The QCR for pending purchase card items will be submitted no later than COB September 28, 2015. Please ensure that you include any expected or pending items from all employees under your jurisdiction for this report. It is desired to have as few items on this report as possible for a more efficient close-out to the year. The preference is to have the actual documents submitted timely for normal processing. Please submit the report electronically as an Excel spreadsheet to the FRS.

**Contact:** Loren L. Graff, Financial Resources Specialist, 785-823-4521 or [loren.graff@ks.usda.gov](mailto:loren.graff@ks.usda.gov)

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachment